



## DEPARTMENT OF EMPLOYEE RELATIONS

### Vaccination Documentation Upload into Employee Self Service Process

Revised 5/4/2022

#### Contacts or Questions

- If you made a mistake in the data you uploaded in to HCM Self-Service, please email Aoife Roberts at [aorobe@milwaukee.gov](mailto:aorobe@milwaukee.gov) with assistance in correcting the uploaded data. Please include in the subject line of the email your name, ID#, and Vaccination Data Correction
- If you have any technical question regarding how to use self-service to upload information, please contact ITMD at [milwaukee.gov/RITS](http://milwaukee.gov/RITS) or 414-286-2777.
- If you have any process questions about the COVID-19 Vaccination Policy for City of Milwaukee employees, please contact your Department's Personnel Officer(s).

#### LOGIN INTO SELF SERVICE

1. To log in, launch a web browser and go to the following URL address:  
[milwaukee.gov/selfservice](http://milwaukee.gov/selfservice). (Please note there is no separate app for mobile devices.)

##### Browser view from computer

A screenshot of the Oracle PeopleSoft login page as it appears on a computer browser. The page has a dark blue background. At the top, there is a white banner with the "ORACLE" logo in red and "PEOPLESOFT" in black. Below the banner, the text "User ID" is followed by a white input field. Below that, the text "Password" is followed by another white input field. Underneath the password field is a "Select a Language" dropdown menu with "English" selected. To the right of the dropdown is a small downward arrow. Below the language selection is a link that says "Forgot your password?". At the bottom of the login area is a green "Sign In" button. Below the button is a checkbox labeled "Enable Screen Reader Mode". At the very bottom of the page, in small text, it says "Copyright © 2000, 2018, Oracle and/or its affiliates. All rights reserved."

##### Browser view from mobile device

A screenshot of the Oracle PeopleSoft login page as it appears on a mobile device browser. The page is scaled to fit the mobile screen. It features the same "ORACLE PEOPLESOFT" banner, "User ID" and "Password" input fields, "Select a Language" dropdown (set to "English"), "Forgot your password?" link, and green "Sign In" button as the computer version. The "Enable Screen Reader Mode" checkbox is also present. The mobile browser interface is visible at the top, showing the time "9:59", the URL "hrprd.com.mycmsc.com", and standard mobile navigation icons at the bottom.

2. Enter your User ID and password. (User ID: Use all 6 digits, including any zeros.)
  - Your User ID is also your permanent Employee ID number; sometimes referred to as your "PeopleSoft # or HCM #.
3. Click the Sign In button.

4. If you have forgotten your password, click “Forgot your password?”

### **“FORGOT YOUR PASSWORD?” FEATURE**

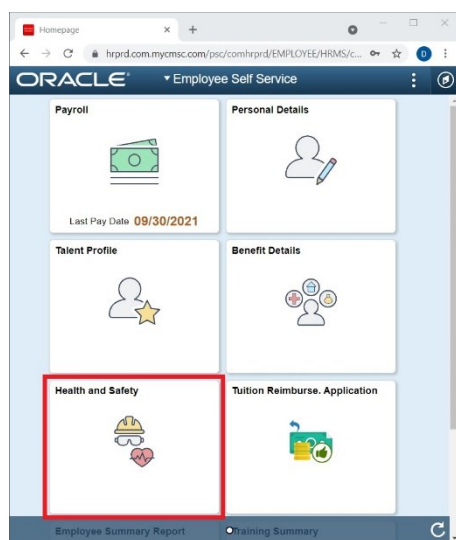
1. At the login screen, click on **“Forgot your password?”**
2. Enter your User ID and click **Continue**.
3. Enter a response.
4. Click **E-mail New Password**. (Only click once.)
5. Make sure the e-mail ID shown is a valid e-mail address for you.
6. A temporary password will be automatically e-mailed to the address displayed at the top of the page.

*This is the primary e-mail address you have on file in self-service. To avoid an incorrect entry, copy and paste the temporary password into the password box.*
7. If you do not remember your password **AND** have not set-up the **“forgot your password?”** function, you must request to have your password **RESET**. To request a “reset” go to [milwaukee.gov/rits](http://milwaukee.gov/rits).

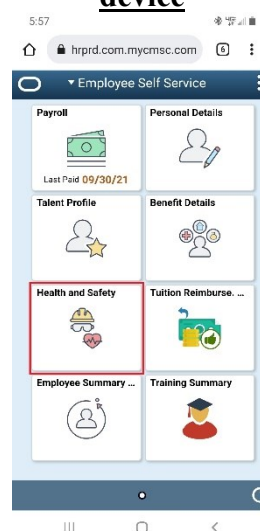
### **COMPLETING VACCINATION DOCUMENTATION**

1. At the Employee Self Service screen, click on the **“Health and Safety”** tile.

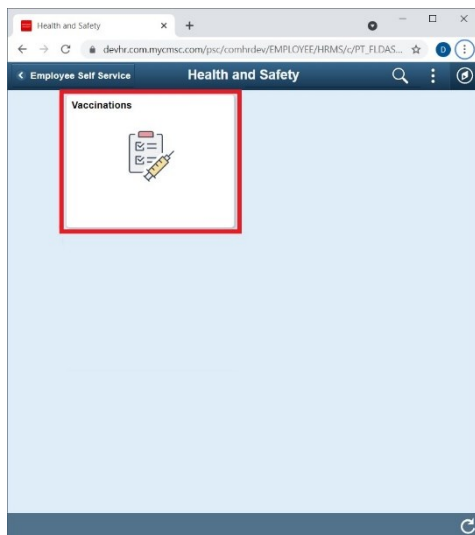
#### **Browser view from computer**



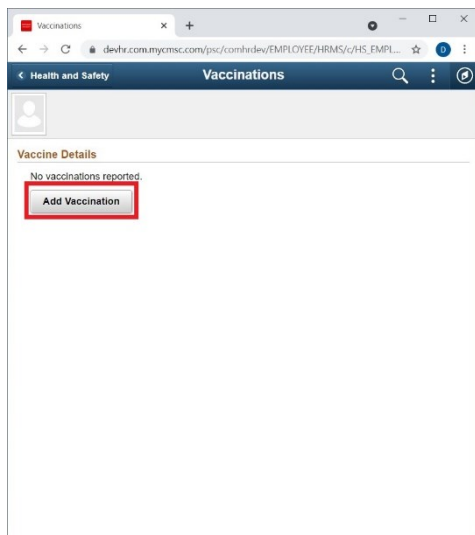
#### **Browser view from mobile device**



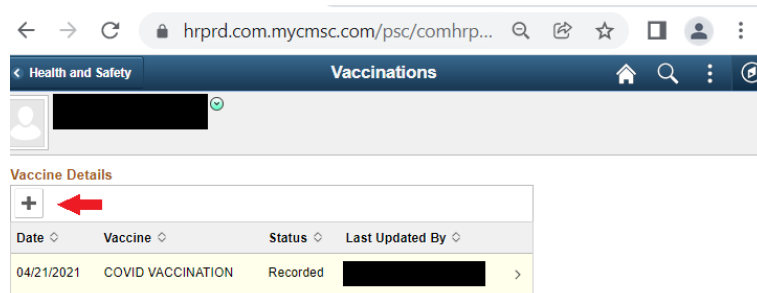
2. At the Health and Safety screen, click on the **“Vaccinations”** tile.

**Browser view from computer****Browser view from mobile device**

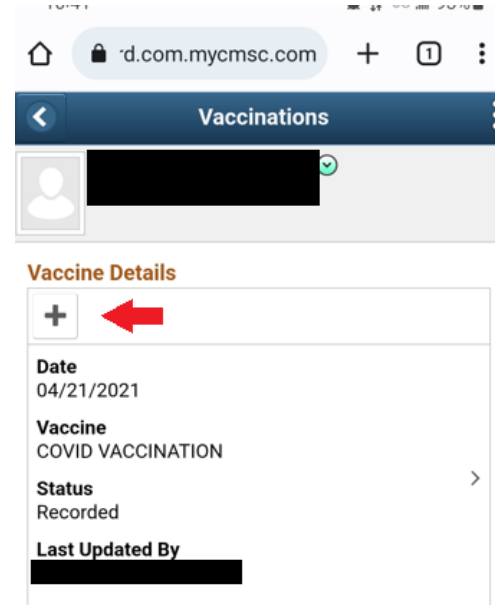
3. At the Vaccinations screen, click on the ***“Add Vaccination”*** button if you have not added any vaccination data. If you have, click the ***“Plus Symbol”*** to add more vaccination data.

**Browser view from computer if no previous vaccination data added****Browser view from mobile device if no previous vaccination data added**

**Browser view from computer if previous  
vaccination data added**



**Browser view from mobile  
device if previous vaccination  
data added**



4. For those that are fully vaccinated or received your Covid Booster vaccination (as defined in DER's Covid-19 Vaccination Policy 5-4-22), at the Add Vaccination screen, select the correct option from 5a or 5b below from the dropdown list. When done, click on the ***“Continue”*** button.
  - a. Covid Vaccination
  - b. Covid Booster

### Browser view from computer

Browser view from computer

The screenshot shows a web browser window with the URL <https://hrprd.com.mycmsc.com/psc/comhrprd/>. The page title is "Vaccinations". The browser's address bar shows the URL and a search bar. The page content includes a "Vaccine Details" section with a table. A red arrow points to a "+" button in the "Vaccine Details" section. An "Add Vaccination" modal is open, showing a dropdown menu with options: "1st Shot Only Pfizer/Moderna", "COVID BOOSTER", and "COVID VACCINATION".

Date	Vaccine	Status	Last Updated By
04/21/2021	COVID VACCINATION	Recorded	[Redacted]

### Browser view from mobile device

Browser view from mobile device

The screenshot shows a mobile browser window with the URL <https://hrprd.com.mycmsc.com/psc/comhrprd/>. The page title is "Vaccinations". The browser's address bar shows the URL and a search bar. The page content includes a "Vaccine Details" section with a table. A red arrow points to a "+" button in the "Vaccine Details" section. An "Add Vaccination" modal is open, showing a dropdown menu with options: "1st Shot Only Pfizer/Moderna", "COVID BOOSTER", and "COVID VACCINATION".

Date	Vaccine	Status	Last Updated By
04/21/2021	COVID VACCINATION	Recorded	[Redacted]

5. For those that are fully vaccinated, at the Vaccine Details screen, enter the date when the **final** vaccination dose was received.
- The date on which the second dose in a 2-dose vaccine, such as the Pfizer or Moderna vaccines, was administered.
- OR
- The date on which the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, was administered.
- OR
- The date on which the Covid Booster vaccine was administered.

**Browser view from computer****Browser view from mobile device**

6. Once the date has been entered, select **“Add Attachment”**. Upload your proof of vaccination document(s).

On a desktop, you may drag-and-drop the file to the dashed box on the page, or click the **“My Device”** tile and select the file from your computer.

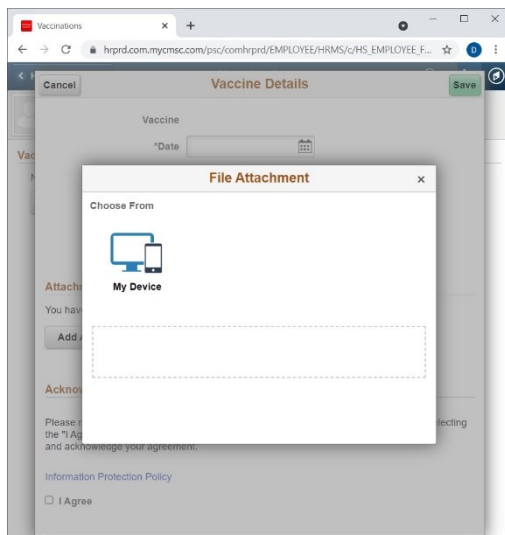
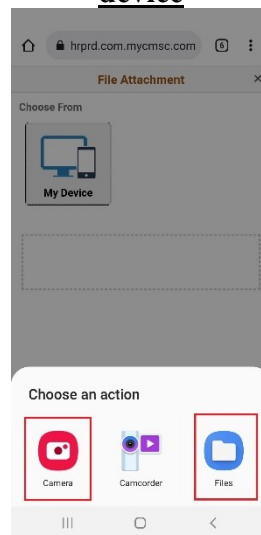
On a mobile phone, click the **“My Device”** tile and select a camera app to take a picture of the document or a files app to locate and upload an existing saved file.

When done, click the **“Upload”** button.

Proof of vaccination options include:

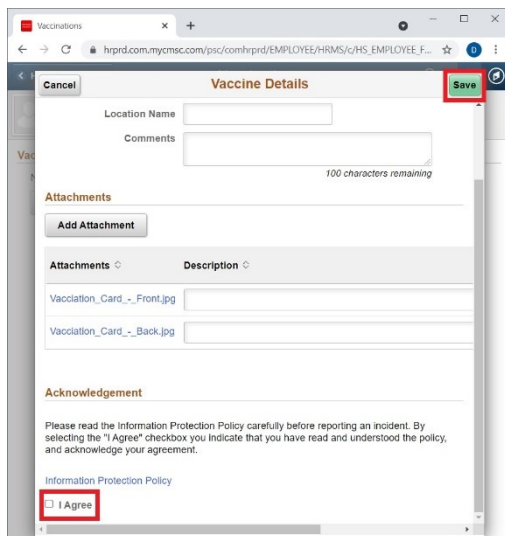
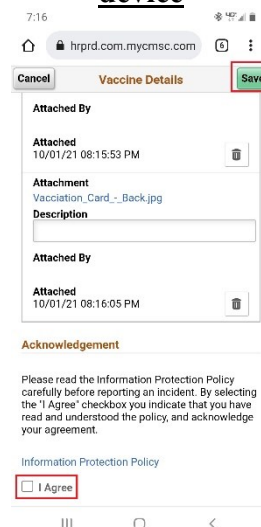
- Photos of vaccination card. (For this option, two attachments are needed for the front and the back of the vaccination card.)
  - For the Covid Booster, only the front of the vaccination card is required.
- Screenshot of vaccination record from the [Wisconsin Immunization Registry](#)
- A letter from your physician

**Covid Booster documentation uploaded for the incentive program must reflect all vaccinations received.**

**Browser view from computer****Browser view from mobile device**

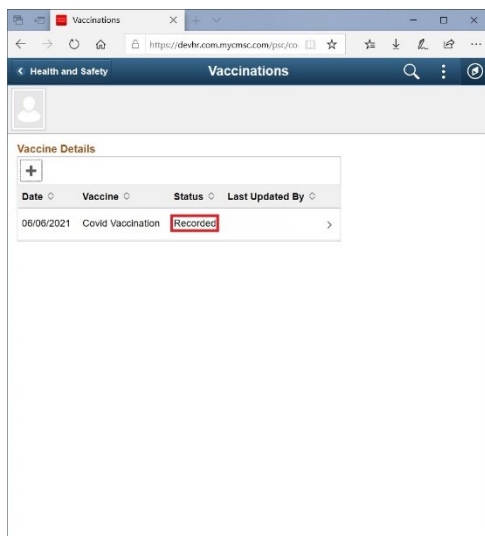
- Once the attachment(s) are uploaded (this may take a minute or two), review the Information Protection Policy and acknowledge your agreement by clicking the ***“I Agree”*** checkbox. Then, click ***“Save”***.

Employees do not need to supply information for the Location, Location Name and Comments field and should leave those sections blank.

**Browser view from computer****Browser view from mobile device**

8. Once the Vaccine Details have been saved, the vaccination documentation status will show as “Recorded” and you have successfully completed the vaccination documentation process.

### **Browser view from computer**



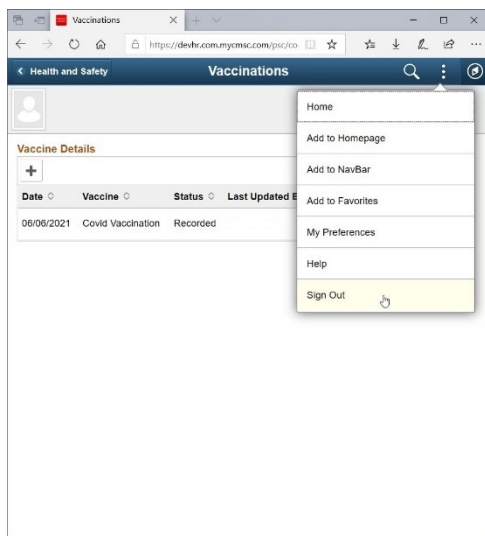
### **Browser view from mobile device**



### **LOG OUT OF SELF SERVICE**

Always sign out of self-service when you are finished by clicking on the three dots in the upper right-hand corner, then clicking on “*Sign Out*”.

### **Browser view from computer**



### **Browser view from mobile device**

